

Conference Center Rooms

The Conference Center must turn away many agencies requesting rooms due to lack of space. We try to minimize this possibility by utilizing our rooms in an efficient and fair manner.

These guidelines have been published to help you make an informed decision when requesting a meeting room. We cannot guarantee that a request for a particular room will be granted. If you tell us the number of attendees you expect and the way you would like them to be seated, we will place you in the most appropriate room available.

Guidelines Regarding Number of Attendees in Each Room

Page 2 contains a table of the number of attendees each room can seat. This list is not all-inclusive. We can put fewer or additional people in some rooms, depending on the circumstances. For absolute maximums in each room, we use numbers set by the Indiana Fire Marshal.

If you are planning a large conference, remember our limitations.

- ◆ The chance of all the rooms you want being available on one day or on consecutive days is remote, particularly if you are looking for something within the current calendar year.
- ◆ We do not have enough tables and chairs to place maximum numbers in all of the rooms on any one day.

Set-Up Guidelines

On pages 3 & 4 you will see examples of the types of set-ups typically used in these rooms. Some rooms are permanently set and will not be changed. Other rooms can be changed to meet the needs of the group.

Sending Requests to the Conference Center

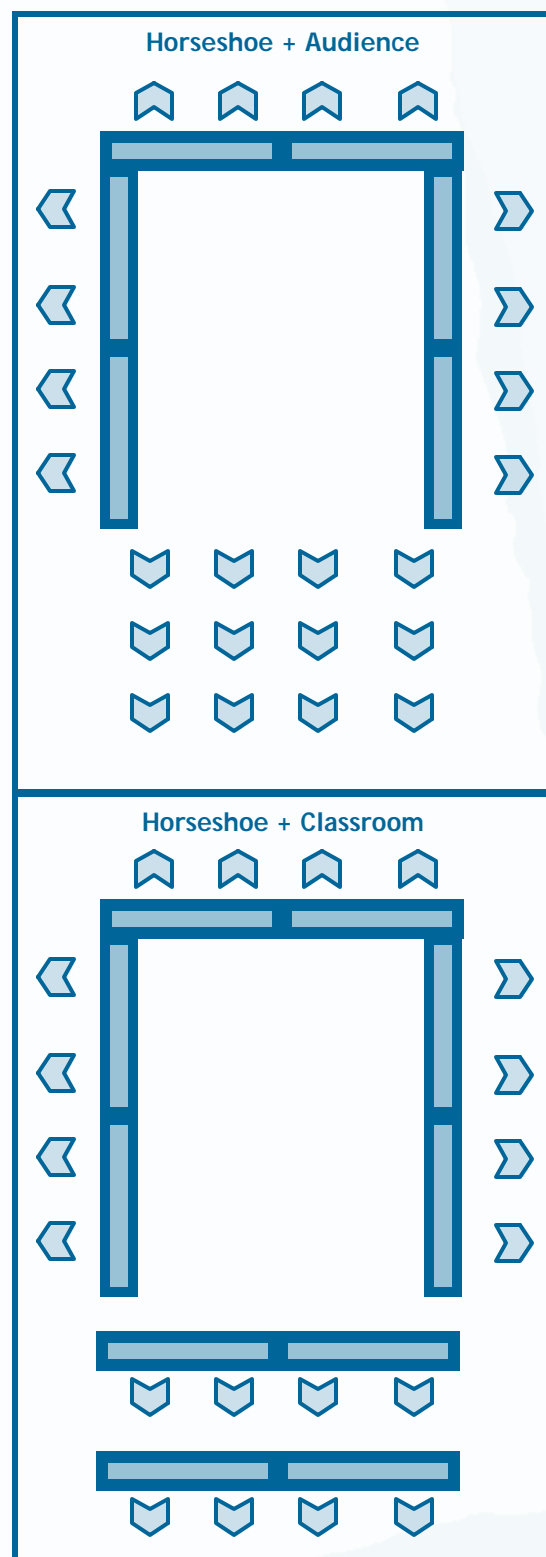
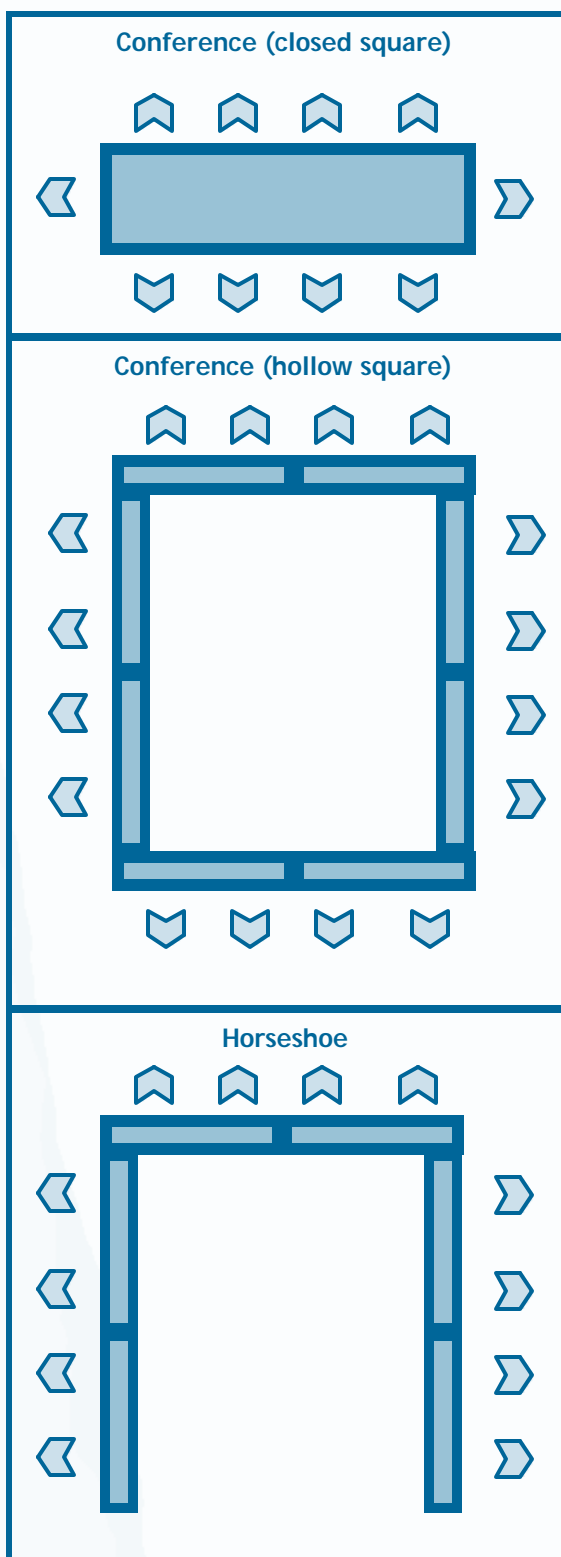
Not only is it easier for us to deal with a request sent in the appropriate format (number of attendees seated in a particular fashion), we will return any request that asks for a specific room without providing the necessary details. Please use the form developed specifically for room requests, State Form #45292. Fill it out completely.

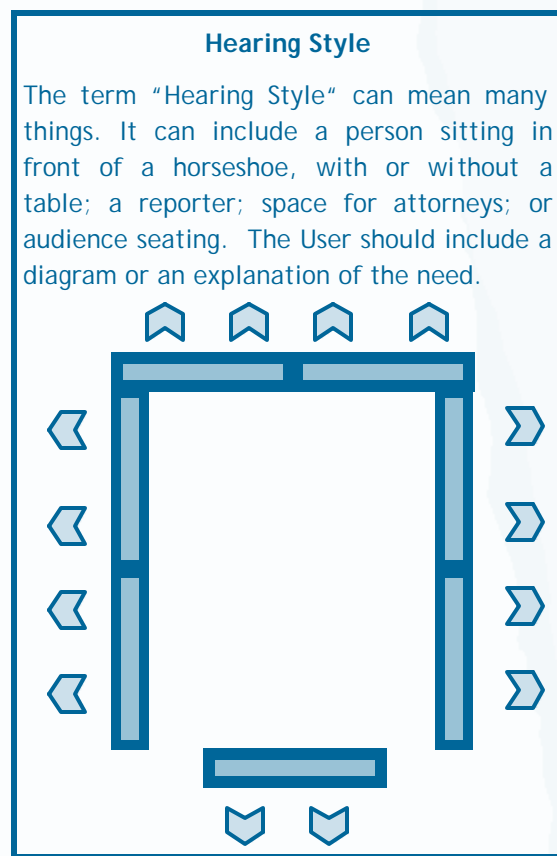
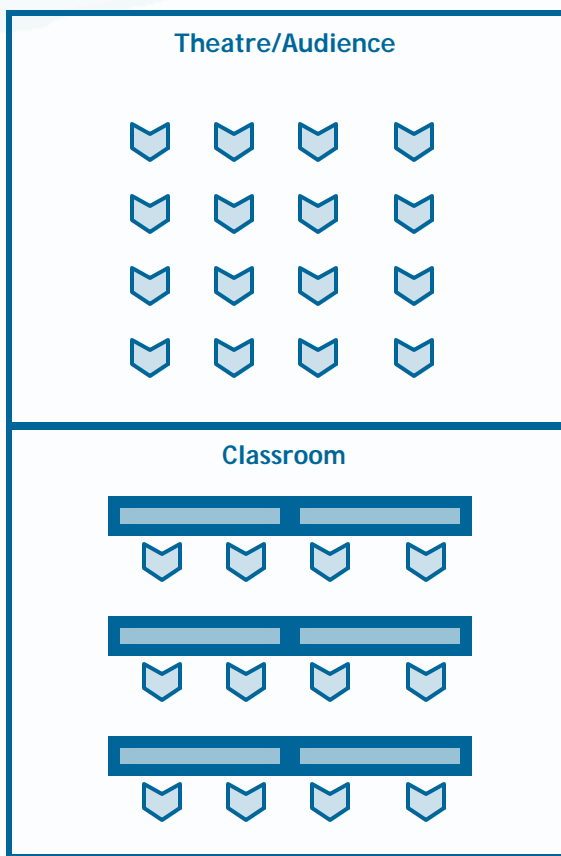
Trust that we will work with you to determine possible alternatives in the event we are unable to satisfy your request.

ROOM	CONFERENCE	HORSESHOE	AUDIENCE	CLASSROOM
Conference 1	28	20	40	30
Conference 2	28	20	40	30
Conference 1+2	40	30	120	66
Conference 3	10	N/A	N/A	N/A
Conference 4	28	20	40	30
Conference 5	28	20	35	30
Conference 4+5	40	30	120	66
Conference 6	8	N/A	N/A	N/A
Conference 7	8	N/A	N/A	N/A
Conference 8	8	N/A	N/A	N/A
Conference 9	8	N/A	N/A	N/A
Conference 10	10	N/A	N/A	N/A
Conference 11	6	N/A	N/A	N/A
Conference 12	20	15	N/A	N/A
Conference A	48	42	90	66
Conference B	48	42	195	100 / 136
Conference C	48	42	130	66
Conference AB	N/A	N/A	285	166
Conference BC	N/A	N/A	325	166
Conference ABC	N/A	N/A	415	268
Conference D	20	16	26	16
Auditorium	N/A	N/A	323	N/A
Training 1	N/A	N/A	N/A	30
Training 5	N/A	N/A	N/A	70
Training 6	N/A	N/A	N/A	45
Training 8	N/A	N/A	N/A	45
Training 9	8	N/A	N/A	N/A
Training 11	16	N/A	N/A	N/A
Training 12	18	18	N/A	18
Foyer 2 East	20	N/A	N/A	N/A
Foyer 2 West	20	N/A	N/A	N/A
Foyer 3 East	20	N/A	N/A	N/A

Set-Up Guidelines

The following set-ups are listed as “choices” on Request for Room Reservation, State Form 45292.





Other Notes

When making reservations, please be specific about numbers, including:

- ◆ Numbers for the horseshoe + audience or horseshoe + classroom;
- ◆ Number of people that need to be seated at a head table;
- ◆ Number of food service, registration and display tables needed.

Limitations do apply. We may not be able to give you everything requested.

When making reservations, please be specific about the equipment you will need for the event. The Conference Center has a **preferred vendor** for equipment. If we do not have the equipment you need, we can refer you to a vendor that may be able to provide it for you at a charge. Because this is a preferred vendor, you can use this vendor without going through a bid process. If you choose, however, you may send your request out to several vendors for bidding.

The Conference Center is not a full service conference facility. We do not have staff to assign to your event. Rooms are set up at the beginning of each day, and staff have additional assigned duties. We cannot ask staff to stop their daily tasks in order to change or add to your room set-up.

We will notify you if we cannot grant a specific request when we send the confirmation or contract for the event.